



# **Idaho Education Network**

## **Program Resource Advisory Council Charter**

### **Mission**

The IEN will connect Idaho schools and communities to create new opportunities for the empowerment and achievement of all Idaho citizens.

### **Responsibility and Authority**

- Develop and recommend policies for IEN
- Oversee implementation of approved policies
  - Approve and monitor quality and strategic measurements
- Recommend process changes based on monitoring of metrics to achieve performance improvement
- Review of strategic planning for IEN phases and adoption
- Recommend budgets & staffing for IEN and review proposed budgets
- Communication and periodic reporting to stakeholders on performance and status of services

### **Council Organization**

#### **Membership**

The Council will consist of

- Three permanent members: Superintendent of Public Instruction (Chair), the Director of the Department of Administration (Vice-Chair), the CEO of the Idaho Digital Learning Academy;
- Two individuals appointed by the Supt. of Public Instruction representing public and higher education;
- Two individuals appointed by the Supt. of Public Instruction representing the private sector;
- The chairmen of the Senate Education and House of Representatives Education Committees;
- Four members of the Joint Finance-Appropriations Committee, appointed by the Pro Tempore of the Senate and the Speaker of the House of Representatives.

Terms of service are determined in accordance with IC 67-5745E. Members represented on the council may select a designee to attend meetings in their absence. Members must submit in writing to the Chairman and IEN staff their designee to serve in their absence on an ongoing basis.

#### **Subcommittees**

The establishment of a Technical subcommittee is a statutory requirement, this subcommittee will advise and assist the IPRAC in the technical development and operation of the IEN.

The chairman may create additional subcommittees if necessary to assist in the oversight, facilitation, and work of the IEN Project.

The IEN staff will provide administrative support to the council.

### **Chairman**

**Chairman Responsibilities:** The chairman will be responsible, with help and support from the IEN staff, for scheduling and conducting meetings and reporting to IPRAC as required.

**Vice-Chairman Responsibilities:** The vice-chairman will be responsible for conducting council business in the absence of the chairman. The vice-chairman will also be responsible for working with IEN staff to present performance metrics to the council for its review at each council meeting.

### **Meeting Schedule**

The council shall meet no less frequently than once per quarter, but may meet more often as determined by the chairman. Meeting minutes will be recorded and published in accordance with standard procedures.

### **Approvals**

Recommendations, resolutions and decisions of the council will be approved by majority vote of the members present at any scheduled meetings, or special meetings called by the Chairman. A quorum (7) of the Council is required to conduct council business.

Designees may attend meetings and participate in the absence of the appointed member, and may vote in their absence.

### **Effective Date**

The Idaho Education Network Program Resource Advisory Council was established by Idaho Code; 33-125 (2), effective July 1, 2009 (FY 2010), amended in 2010 to Idaho Code 67-5745E.